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ABSTRACT

This how-to manual is intended to ease the transition to the information technology age even for those teachers who have no previous knowledge or experience with computers. Written in a concise, numbered paragraph format, the text uses simple nontechnical language. The first chapter titled, "Getting Started with Computers," covers choosing and purchasing a computer, using free or cheap items, organizing the work space, and "green" issues such as power consumption; a "panic page" provides tips for dealing with common pitfalls. Chapter 2 discusses software: learning how to use a new program, finding help, word processing, spreadsheets, databases, desktop publishing, special software and computer graphics, data communications, networking, and the Internet. Chapter 3 covers the use of information technology for teaching and learning; assessment methods; finding and using computer-based teaching materials for science, music, and other subjects; using computer-based materials for group work, for simulations, and for surveys and student records. Miscellaneous topics, including multimedia, printing, maintenance, peripheral hardware, laptops, legal aspects, security, viruses, graphics, scanners, and communications, are discussed in chapter 4. A glossary is appended. (A suggested reading list contains 15 references.)
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